

TOWN OF HOPKINTON

JOB DESCRIPTION SOLID WASTE FACILITY ATTENDANT

Job Summary

Responsible for the operations and general cleaning of the Hopkinton Transfer Station and for all recycling processing. Hours worked include weekend days and some holidays. Overtime may be required.

Supervision Received

Works under the direct supervision of the Solid Waste Facility Operator.

Supervision Exercised

None.

Typical Equipment Used:

Computers, telephone, weigh scales, motor vehicles, small equipment, highway equipment machinery, hand tools, front-end loader, tractor unit, and compactor.

Typical Work Environment

Inside approximately 10%. Outside approximately 90%.

Duties and Responsibilities

(Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties associated with position of Solid Waste Facility Attendant.)

1. General cleaning, recycling processing and transfer station operational duties – receipt of trash and recyclables.
2. Renders assistance to the public with respect to operations and participation in the recycling program in an informative and professional manner.
3. Baling of cardboard, and paper, sorting of recyclables collected.
4. Performs routine maintenance and machinery inspection.
5. Remains cognizant of all municipal solid waste operations and policies.
6. Operates a front-end loader and, yard tractor and all necessary yard equipment.

TYPICAL PHYSICAL REQUIREMENTS

Lift	
Lift up to 10 lbs.	Frequently Required
Lift 11 – 25 lbs	Frequently Required
Lift 25 – 50 lbs	Frequently Required
Over 50 lbs	Occasionally Required
Carry	
Carry up to 10 lbs	Frequently Required
Carry 11 – 25 lbs	Frequently Required
Carry 26 – 50 lbs	Occasionally Required
Over 50 lbs	Rarely Required
Reach	
Above Shoulder height	Frequently Required
Reach at Shoulder height	Frequently Required
Reach below shoulder height	Frequently Required

OTHER PHYSICAL REQUIREMENTS

Hand Manipulation	
Grasping, handling	Frequently Required
Torquing, fingering	Rarely Required
Other	
Push/pull, twisting, bending	Frequently Required
Crawling, squatting, kneeling	Rarely Required
Crouching, climbing, balancing	Rarely Required

During an 8-hour day, employee is typically required to

Consecutive Hours	Total Hours
Sit 1 hour	1 hour
Stand 8 hours	4 hours
Walk 8 hours	3 hours

COGNITIVE AND SENSORY REQUIREMENTS

Talking	Necessary for communication with others
Hearing	Necessary for receiving information, instruction and Sound of heavy equipment
Sight	Necessary for performing job effectively
Tasting and Smelling	Rarely required

TYPICAL WORK SURFACES

Asphalt, gravel, soil and concrete floors under seasonal conditions together with landscaped and rough terrain.

SUMMARY OF EXPOSURES

Exposed mainly to solid waste materials, which may be putrescible. May occasionally be exposed to toxic fumes, chemicals, substances, fuels, chemical fluids and blood products through disposable medical items. Exposure to sunlight, insects, wild animals, and all New England weather conditions.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

State of New Hampshire Weigh master's license or ability to obtain within one (1) year, and New Hampshire Department of Environmental Services Solid Waste Facility Level II certification or ability to obtain within one (1) year. Ability to effectively communicate with the public and fellow employees.

MINIMUM QUALIFICATIONS

Graduation from High School or GED or any equivalent combination of education and experience, which may demonstrate possession of the required knowledge, skills, and abilities. Must possess a valid driver's license.

Approved by Board of Selectmen
